

# COVID-19 LEAVE CODE GUIDE

For purposes of this guide, the following can be used interchangeably:

2/3<sup>rd</sup> = .67%

1/3<sup>rd</sup> = .33%

.66 = 40 minutes

.33 = 20 Minutes

*Please note the following:*

- Codes are only allowed to be entered by HR, Payroll Staff, and/or Supervisor
- Pandemic Emergency Leave Codes and Families First Coronavirus Response Act (FFCRA) Leave Codes do NOT count towards OT hours
- Emergency Responders are excluded from FFCRA

## **Non-FML Codes related to COVID-19**

Instructions:

Department must use one or more of the following codes if/when an employee is absent for COVID -19 related reasons.

<b>City of Tucson – Pandemic Leave</b>
<ul style="list-style-type: none"><li>• PNLVU – PANDEMIC EMERGENCY LEAVE (City of Tucson Pandemic Leave 80 hours)</li><li>• PNNLU – PANDEMIC NEGATIVE PAID LEAVE (SICK LEAVE USE -24 HOURS) <i>Employee must have exhausted all available leave. Requires HR/Payroll clerk to submit ticket to HRSupport</i></li></ul> <p><i>Leave can be used intermittently, in non-full day increments.</i></p>
<b>FFCRA Codes for Emergency Paid Leave</b>
<ul style="list-style-type: none"><li>• EMFSL – FFCRA EMERGENCY PAID SICK LEAVE - FAMILY RELATED (80 hours is calculated at 2/3<sup>rd</sup> employees hourly rate and may supplement 1/3<sup>rd</sup> with any other available leave)</li></ul> <p>2/3<sup>rd</sup> is also 67%. 80 hours *.67%= 53.60 converted to 53 hours and 40 minutes at full rate of pay.</p> <ul style="list-style-type: none"><li>○ THIS LEAVE MUST BE USED IN COMBINATION WITH ANOTHER LEAVE TO COMPLETE EMPLOYEE’S FULL HOURS IN A DAY</li></ul> <p>AND</p> <ul style="list-style-type: none"><li>○ THIS LEAVE CAN ONLY BE USED IN FULL DAY INCREMENTS</li></ul> <p><i>For example:</i></p>

*Employee's regular scheduled shift is an 8 hour day, HR/Payroll Staff/Supervisor will enter:  
EMFSL 5:20 hours  
and any other available leave the employee has, such as sick leave use  
EMGSL 2:40 hours*

- EMSSL – FFCRA EMERGENCY PAID SICK LEAVE - SELF QUARANTINE (Pays at 100%)

*For example:*

*Employee's regular scheduled shift is an 8 hour day, HR/Payroll Staff/Supervisor will enter:  
EMSSL 8:00 hours*

**\*EMG codes are to be entered when an employee is using their own leave accruals to cover COVID-19 related absences**

- EMGSL – EMPLOYEE'S OWN SICK LEAVE USE DUE TO COVID-19 RELATED ABSENCE
- EMGVL - EMPLOYEE'S OWN VACATION LEAVE USE DUE TO COVID-19 RELATED ABSENCE
- EMGCT – EMPLOYEE'S OWN COMP TIME LEAVE USE DUE TO COVID-19 RELATED ABSENCE
- EMGFH – EMPLOYEE'S OWN FLOATING HOLIDAY LEAVE USE DUE TO COVID-19 RELATED ABSENCE (Must be used in full day increments)
- EMGAL - EMPLOYEE'S OWN ADMINISTRATIVE LEAVE USE DUE TO COVID-19 RELATED ABSENCE (Must be used in full day increments)
- EMGNP – EMERGENCY NO PAY *(Please follow the same procedures for LWOP status, i.e., needs Director Approval)*

## **FML Codes related to COVID-19**

Instructions:

Department must use the below codes if/when an employee is absent for COVID-19 related reasons **AND** they have a designation notice for a COVID-19 related reasons:

FFCRA Emergency Paid Leave (FML) and Extended Family Medical Leave (FML)
<ul style="list-style-type: none"><li>FMOTH - FMLA-FFCRA EMERGENCY PAID SICK LEAVE – FAMILY/OTHER (Pay at 67%) 80 hours is calculated at 2/3<sup>rd</sup> employee's hourly rate and may supplement 1/3<sup>rd</sup> with any other available leave)</li></ul> <p>2/3<sup>rd</sup> is also 67%. 80 hours *.67%= 53.60 converted to 53 hours and 40 minutes at full rate of pay.</p> <ul style="list-style-type: none"><li>FMEMG - FMLA-FFCRA EMERGENCY LEAVE WITH PAY - CHILD COVERAGE (Pay at 67%) 400 hours (10 weeks) is calculated at 2/3<sup>rd</sup> employee's hourly rate and may supplement 1/3<sup>rd</sup> with any other available leave)</li></ul> <p>2/3<sup>rd</sup> is also 67%. 400 hours * .67% = 268 converted to 268 hours at full rate of pay.</p> <ul style="list-style-type: none"><li>○ THESE LEAVE CODES MUST BE USED IN COMBINATION WITH ANOTHER LEAVE TO COMPLETE EMPLOYEE'S FULL HOURS IN A DAY</li></ul> <p>AND</p> <ul style="list-style-type: none"><li>○ THESE LEAVE CODES CAN ONLY BE USED IN FULL DAY INCREMENTS</li></ul> <p><i>For example:</i> <i>Employee's regular scheduled shift is an 8 hour day, HR/Payroll Staff/Supervisor will enter:</i></p> <p><i>FMEMG 5:20 hours</i></p> <p><i>and any other available leave the employee has, such as sick leave use. <u>Must</u> be coded as FML</i></p> <p><i>FMESL 2:40 hours</i></p>
<ul style="list-style-type: none"><li>FMSLF - FMLA-FFCRA EMERGENCY PAID SICK LEAVE - SELF (Pay at 100%)</li></ul> <p><i>For example:</i> <i>Employee's regular scheduled shift is an 8 hour day, HR/Payroll Staff/Supervisor will enter:</i></p> <p><i>FMSLF 8:00</i></p>
<b>The following FML codes are to be entered when an employee is using their own leave accruals to cover FMLA COVID-19 related absences</b>

- FMPNL – FMLA PANDEMIC EMERGENCY LEAVE USE (City of Tucson Pandemic Leave – 80 hours)
- FMESL – EMPLOYEE’S OWN SICK LEAVE USE DUE TO FMLA COVID-19 RELATED ABSENCE
- FMEVL – EMPLOYEE’S OWN VACATION LEAVE USE DUE TO FMLA COVID-19 RELATED ABSENCE
- FMECT – EMPLOYEE’S OWN COMP TIME LEAVE USE DUE TO COVID-19 FMLA RELATED ABSENCE
- FMEFH – EMPLOYEE’S OWN FLOATING HOLIDAY LEAVE USE DUE TO FMLA COVID-19 RELATED ABSENCE (Must be used in full day increments)
- FMEAL – EMPLOYEE’S OWN ADMINISTRATIVE LEAVE USE DUE TO FMLA COVID-19 RELATED ABSENCE (Must be used in full day increments)
- FMPNU – FMLA PANDEMIC NEGATIVE PAID LEAVE (SICK LEAVE USE -24 HOURS)  
*Requires HR/Payroll clerk to submit ticket to HRSupport*
- FMENP - FMLA-EMERGENCY LEAVE NO PAY - CHILD COVERAGE *If this option is used please be sure to submit the Unpaid Medical Leave Status Change form:  
<https://intranet.tucsonaz.gov/hr/unpaid-medical-leave-status-change>*